# Welcome to the Nevada Secretary of State, Ross Miller

# Web User Guide

**Certificate of Good Standing** 

**Filing Initial/Annual List online** 

**Name Reservation** 

**Update Account Information and password** 

**UCC Filings** 

**Verify Certificate of Good Standing** 

WE DO NOT MAIL CORRESPONDENCE; YOU ARE RESPONSIBLE FOR YOUR DOWNLOAD!

If you have any questions or concerns please contact our office at (775) 684-5708 Mailing address: 202 No. Carson Street Carson City, NV 89701

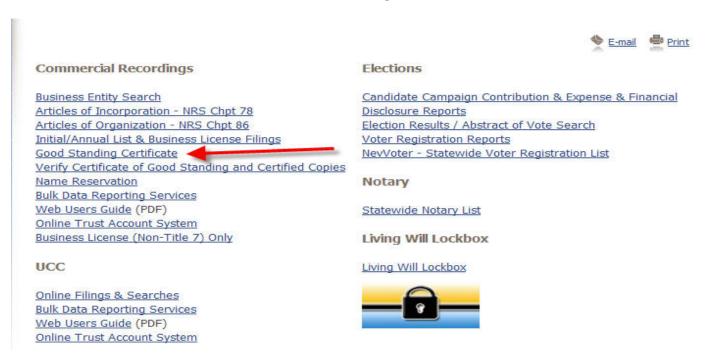
> To view contact information for all divisions please click on the link below. http://www.secretaryofstate.biz/information/contact/

# **Certificate of Good Standing**

Select the **Online Services** link.



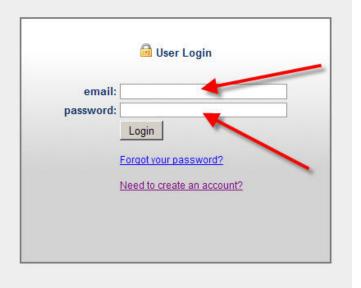
#### Select Good Standing Certificate.



Login, using your email address and the password you created. If you need to create an account select "Need to Create an Account" **Note: First time users must create an account.** 

# **Online Services**





NOTE: This website has been tested to work with Microsoft Internet Explorer 7 or newer and Mozilla Firefox 3 or newer.

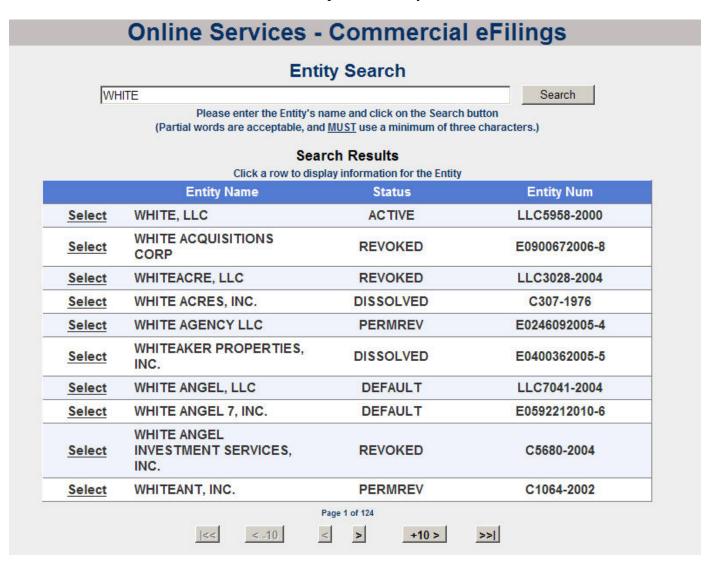
After logging in successfully, click Entity Search to search for a business entity

# Online Services - Commercial eFilings Request a Certificate of Good Standing This Step-by-Step Wizard will guide you through the Certificate of Good Standing request. No entity has been identified for this filling. Click "Entity Search" to search for a business entity.

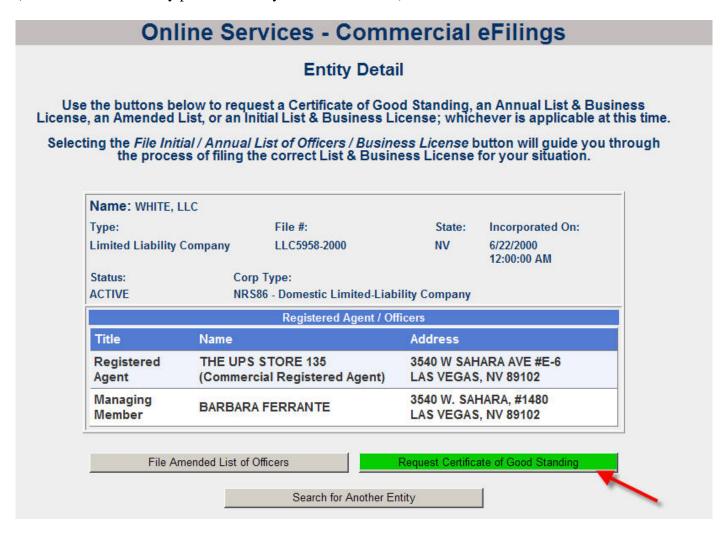
Once you get to the "Entity Search" screen, you can search for the corporation/entity by entering the name into the text box and clicking on the "Search" button (see image above). This will take you to a screen that will list out all the corporations matching your search criteria. It is important to note that you need to put in a minimum of three characters when searching for an entity. Try to put in the name of the entity as close to the actual name as possible. If you cannot find the correct entity this way you can put in the first portion of the name. For example: you're looking for Ford Motor Company, but cannot locate it. Try putting in just Ford Motor.



Choose the corporation/Entity desired.



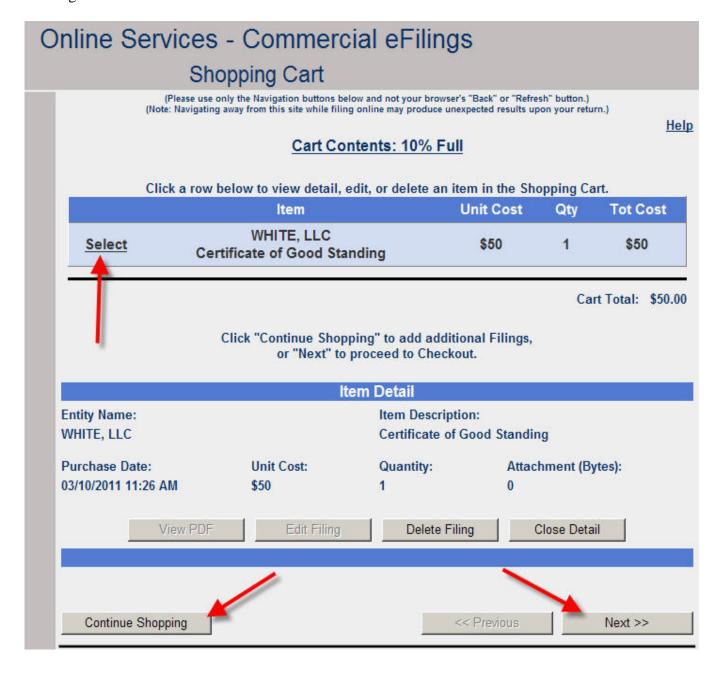
The registered agent's name and address is displayed as well as all of the officer's names and addresses (officers will only exist if the entity has filed their initial list). Select **Request Certificate of Good Standing**. (Note: this button is only present if entity is in Active status)



Select the style of Certificate you would like to print, and Click **Add to Cart.** 

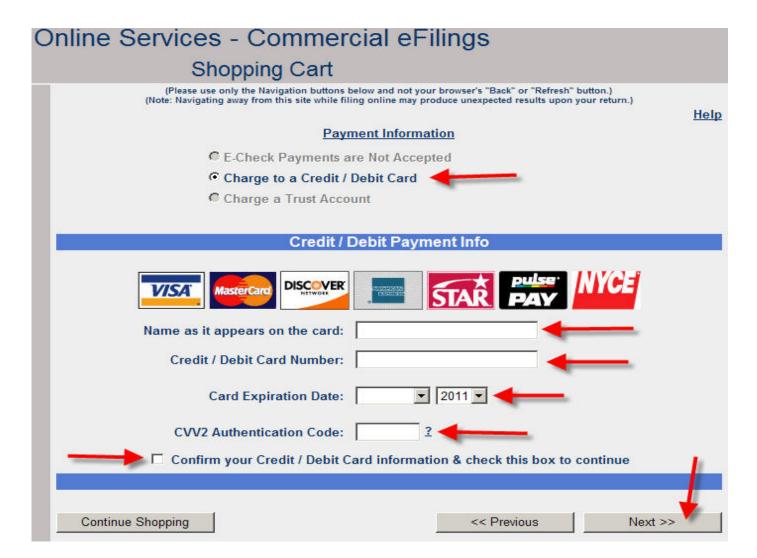
Certificate of Good Standing
Select the type of Certificate you would like. Please see the FAQ for more information about Certificates.
C Certificate of Good Standing Short
C Certificate of Good Standing Long (without Amendments)
Certificate of Good Standing Long (with Amendments) - Not available online at this time
To proceed, click on the "Add to Cart" button.

Select **Next, or Continue Shopping,** you may edit your Submitter information at this point by clicking **Select**.



If you selected the Charge to a Credit / Debit Card, Enter your Name as it appears on the card, Credit / Debit Card Number, Card Expiration Date, the CVV2 Authentication Code, and check the box to Confirm you Credit / Debit Card information. Then Select "Continue"

If you selected the Trust Account payment method If the amount is correct, click the Complete Checkout button; if not, click the Cancel Checkout button to return to the Shopping Cart page. The trust account information is then verified. If the trust account is on hold a message is displayed to the user and the payment is not accepted.



#### CVV2's Location

The CVV2 three-digit value is printed on the signature panel on the back of Visa cards immediately following the Visa card account number.



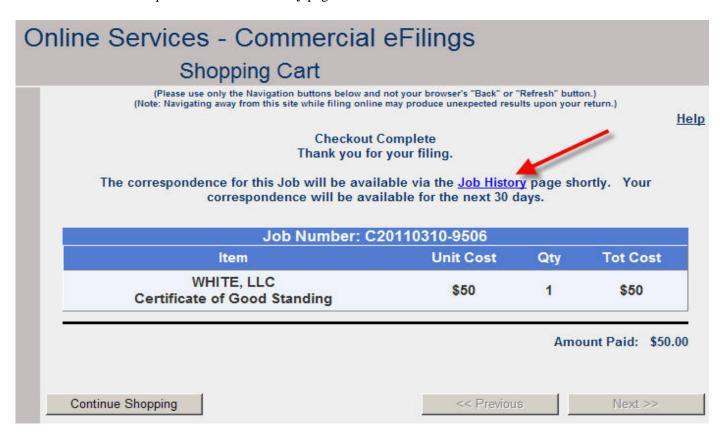
The CVV2 value helps validate two things:

- The Customer has a Visa card in his/her possession.
- The Card account is legitimate.

CVV2 is printed only on the back of Visa cards—it is not contained in the magnetic stripe information, nor does it appear on sales receipts.



When payment has been accepted, the Checkout Complete page is displayed. The Correspondence for the Job will be available to print via the **Job History** page.



# Job History Jobs submitted during the last 30 days. Select an entry in the table below to download the Correspondence for that Job Job Number Select C20110310-9506 Return To Commercial eFilings Home

# Filing an Initial / Annual List online

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Select the **Online Services** link.



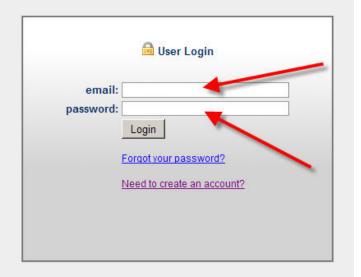
Select Initial / Annual List & Business License Filings



Login, using your email address and the password you created. If you need to create an account select "Need to Create an Account" **Note: First time users must create an account.** 

# **Online Services**





NOTE: This website has been tested to work with Microsoft Internet Explorer 7 or newer and Mozilla Firefox 3 or newer.

After logging in successfully, click **Entity Search** to search for a business entity

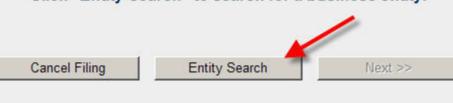
# **Online Services - Commercial eFilings**

# Initial / Annual List of Officers / Business License

This Step-by-Step Wizard will guide you through the filing process for the Business License and List of Officers for a business entity.

No entity has been identified for this filing.

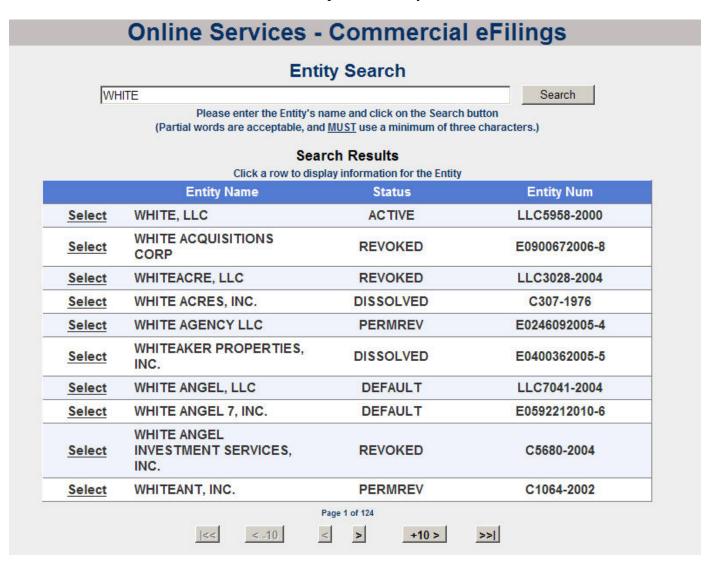
Click "Entity Search" to search for a business entity.



Once you get to the "Entity Search" screen, you can search for the corporation/entity by entering the name into the text box and clicking on the "Search" button (see image above). This will take you to a screen that will list out all the corporations matching your search criteria. It is important to note that you need to put in a minimum of three characters when searching for an entity. Try to put in the name of the entity as close to the actual name as possible. If you cannot find the correct entity this way you can put in the first portion of the name. For example: you're looking for Ford Motor Company, but cannot locate it. Try putting in just Ford Motor.



Choose the corporation/Entity desired.



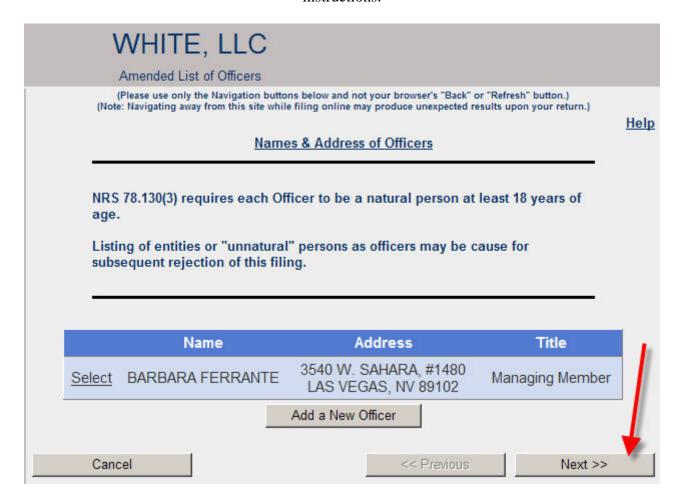
The resident agent's name and address is displayed as well as all of the officer's names and addresses (officers will only exist if the entity has filed their initial list). Select **File Annual List of Officers & Business License**. (**Note:** Button could also say **File Amended List of Officers**)



#### Select Next

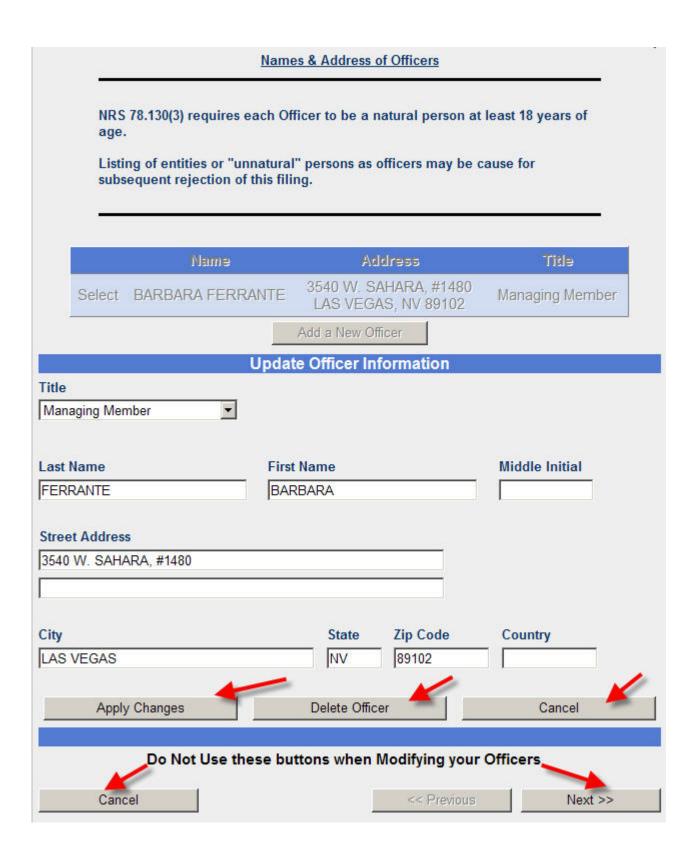


Amend List of Officers – Window will show all Managing Member or Managers. If you do not to make changes click **Next.** If you need to make changes to the Officers Page, See the next couple of pages for instructions.

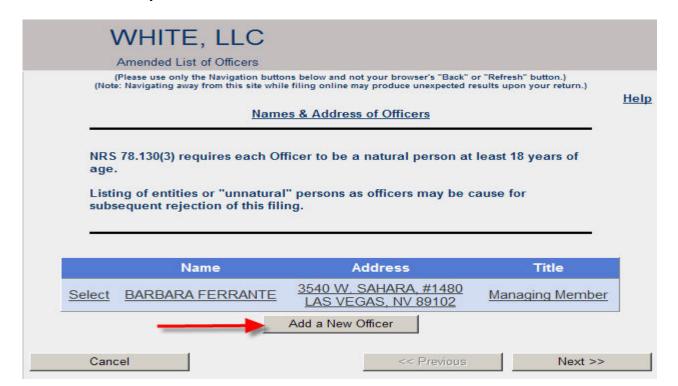


If you need to modify the current listed Managing Member or Manager, Click on **Select** next to each member.

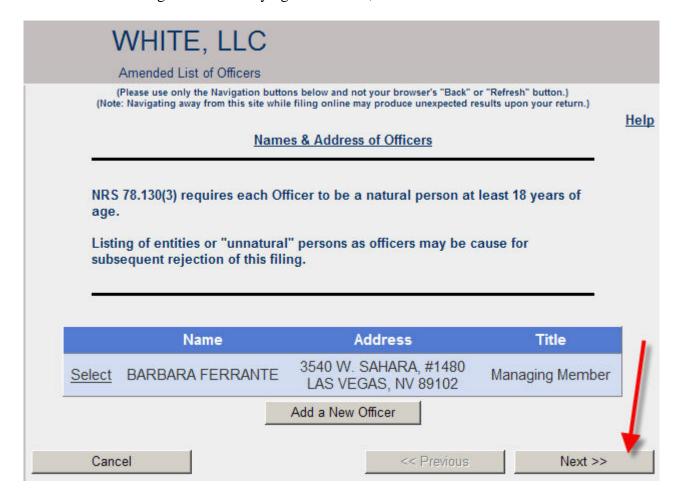




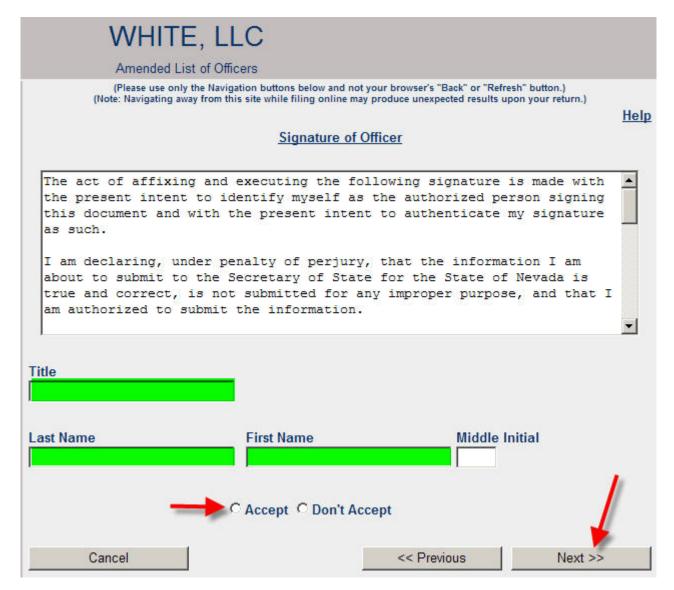
If you need to add a new Officer, click on the button Add a New Officer.



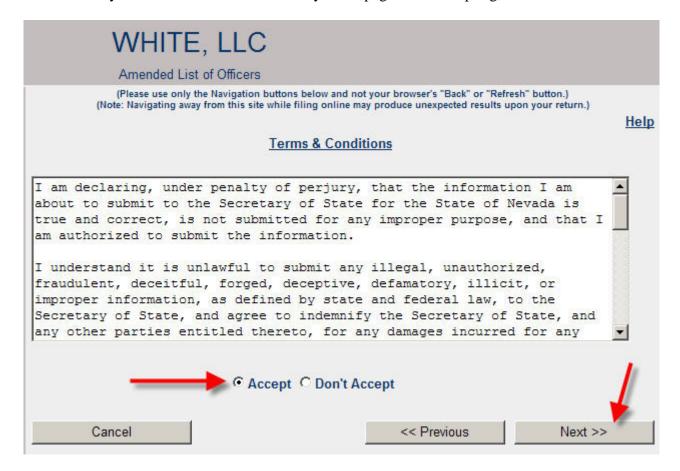
	<u>N</u>	lames & Address o	of Officers	
age. Listi	78.130(3) requires eac ng of entities or "unnat equent rejection of this	tural" persons as o	157 	70
	Name	Adı	dresa	Title
Select	BARBARA FERRAN		HARA, #1480 AS, NV 89102	Managing Member
12		Add a New Off	ficer	
	Up	date Officer Inf	formation	
t Name		First Name		Middle Initial
et Addres	s			,
		State	Zip Code	Country
Ad	d Officer	Delete Offici	er	Cancel
Cano	<b>_</b>	se buttons wher	n adding new (	Officers Next >>



In order to submit a filing online, the submitter must provide a title, last name, first name, and accept the terms and conditions as set forth by the Nevada SOS office. The typed title, name and the acceptance of the terms and conditions are deemed as the user's "signature". The **Next>** button will not become available until the required information (marked with an asterisk) is provided and the **Accept** radio button is selected. If the user selects **Don't Accept** or **Cancel Filing**, they will be taken back to the Initial List/Annual List Home page. Otherwise, after entering their name, selecting **Accept**, and clicking the **Next>** button, you are accepting the terms and conditions.



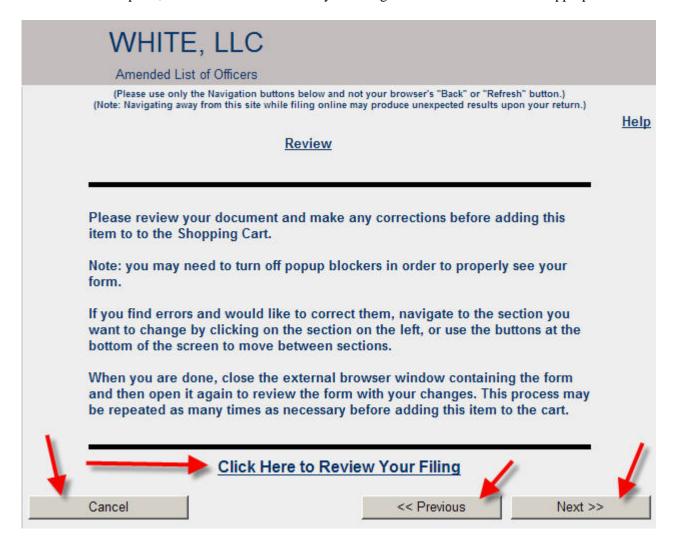
The text in the **Declaration** box is configurable and is regulated by the Nevada SOS. If the user selects **Don't Accept** or **Cancel Filing**, they will be taken back to the Initial List/Annual List Home page. In order to proceed with the filing, the web user must select the **Accept** radio button and click the **Next** button. They will then be taken to the Verify Form page After accepting, Select **Next** 



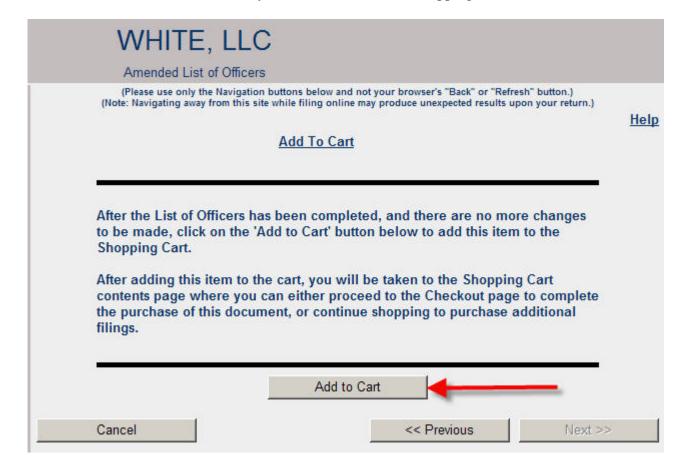
The Verify Form page lists all data entered by the web user up to this point in the process. On the Verify Form page the user has the following options:

- 1. Cancel the filing by selecting the **Cancel Filing** button
- 2. View softcopy of the Initial List form

To view the softcopy of the Initial List, select the link Click Here to Review Your Filing, and the page is displayed in a separate browser window. Be sure to close the separate browser after viewing the Initial List. If errors are discovered at this point, the user can correct them by selecting the **Previous** button to the appropriate section.

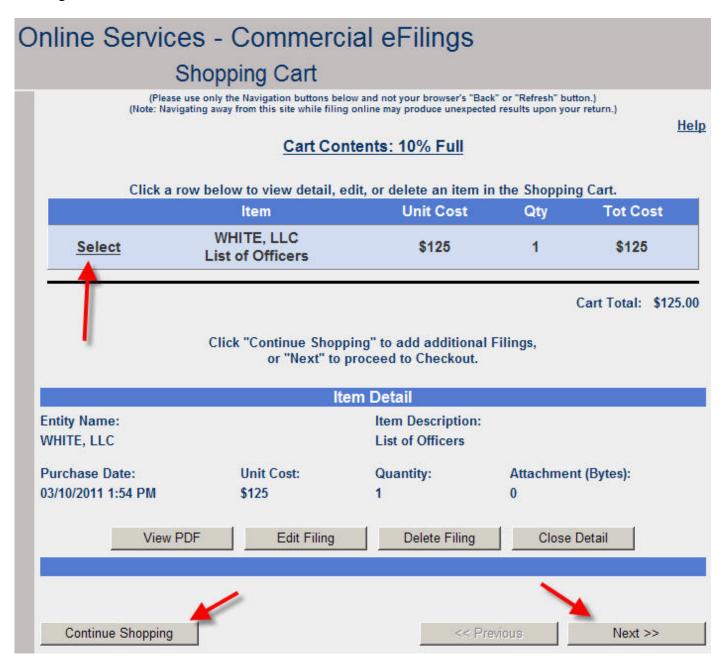


Select the **Add to Cart button** and you will be taken to the Shopping Cart.



# **Shopping Cart**

Select **Next, or Continue Shopping,** you may edit your Submitter information at this point by clicking **Select**.

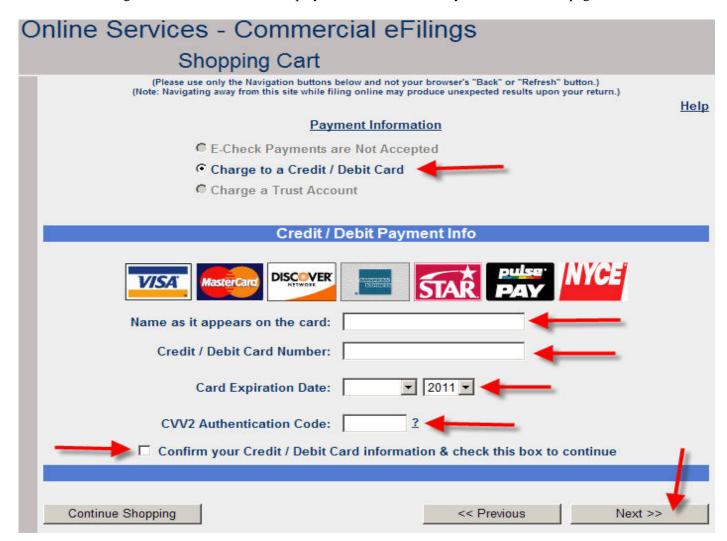


## View PDF, Edit Filing, Delete, and Close buttons

Each filing listed on the Shopping Cart page has a **View PDF** button, **Edit Filing** button, a **Delete Filing** button, and a **Close Detail** button underneath the Officers information. To view the filing in PDF, click the **View PDF** button, as shown above. The filing, which is now filled in with the data, may be reviewed, printed, or saved as a PDF file. You may select **Next** or **Continue Shopping.** 

**If you selected the Trust Account payment method** If the amount is correct, click the **Complete Checkout** button; if not, click the **Cancel Checkout** button to return to the Shopping Cart page. The trust account information is then verified. If the trust account is on hold a message is displayed to the user and the payment is not accepted. Otherwise, the Checkout Successful page is displayed. If forced-review mode is off, this page displays the status of the filing submission, the job number assigned to the filing, the total payment, correspondence availability via the Job History, and any alternate delivery methods (e.g. U.S. Postal Mail, Hold for Pick Up). If forced-review mode is on, this page displays a message stating that a filing officer is required to complete the process. This page can be printed as a receipt if desired.

If you selected Charge to Credit Card / Debit Card. Select the radio button for the desired payment method and click the Continue Checkout button (or Cancel Checkout to return to the Shopping Cart). If trust account is selected you may optionally enter the Name of person submitting filing, City of origin of filing and/or a Reference Number. The optional fields are used by the Accounting application to be displayed on the customer's combined invoice. Clicking on Continue Checkout displays the Trust Account Payment Verification page.



#### CVV2's Location

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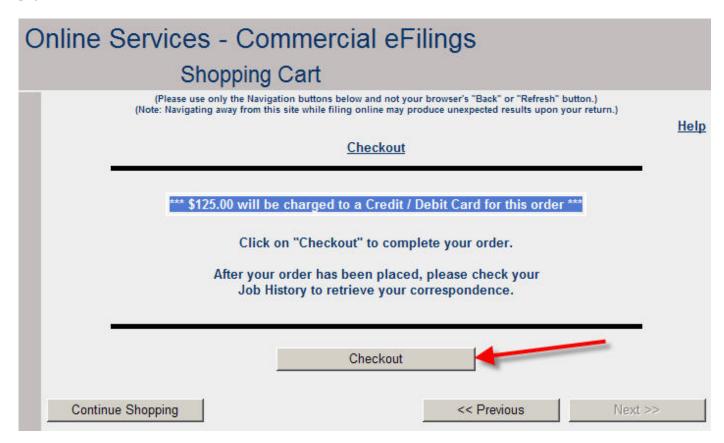


The CVV2 value helps validate two things:

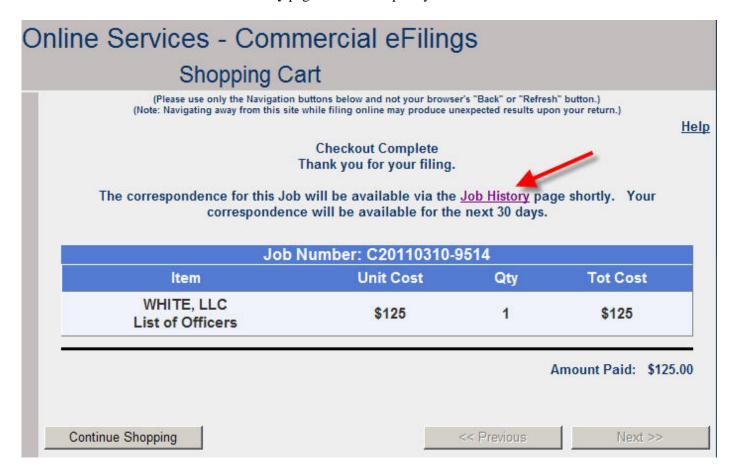
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- The Card account is legitimate.

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If the charge amount is correct click the **Checkout** button (or click the **Previous** button to return to the Shopping Cart page).



If the credit card payment is approved, the Checkout Successful page will show. This page can be printed as a receipt if desired. Use the Link to the **Job History** page to view and print your PDF.



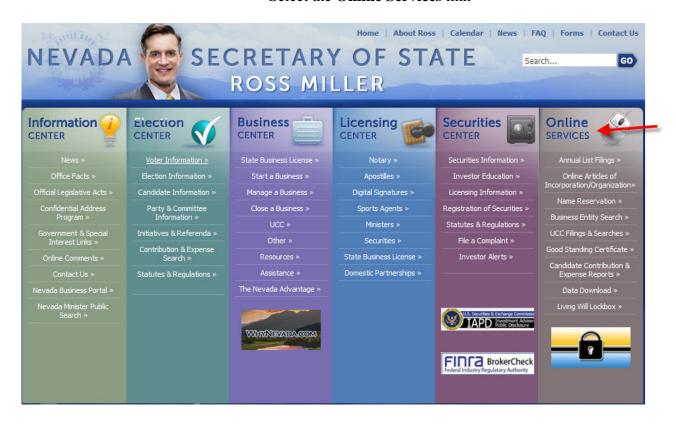
Click on **Select** to view or print the Initial / Annual List of Officers & Business License you filed



# Name Reservation

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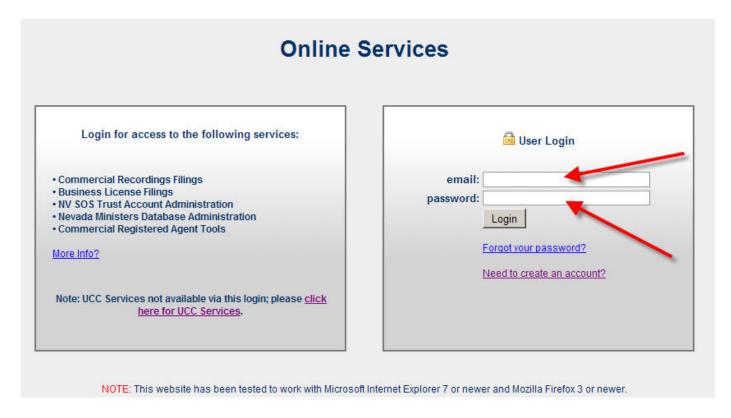
Select the **Online Services** link



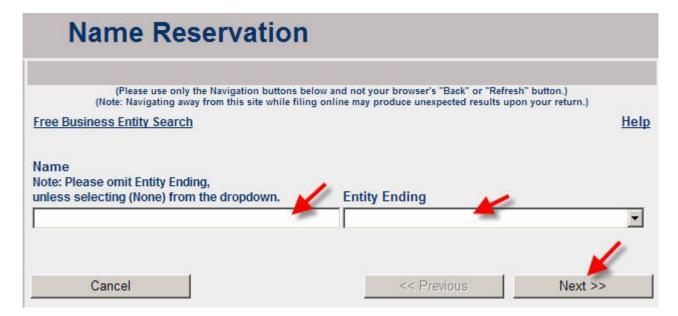
#### **Select Name Reservation**



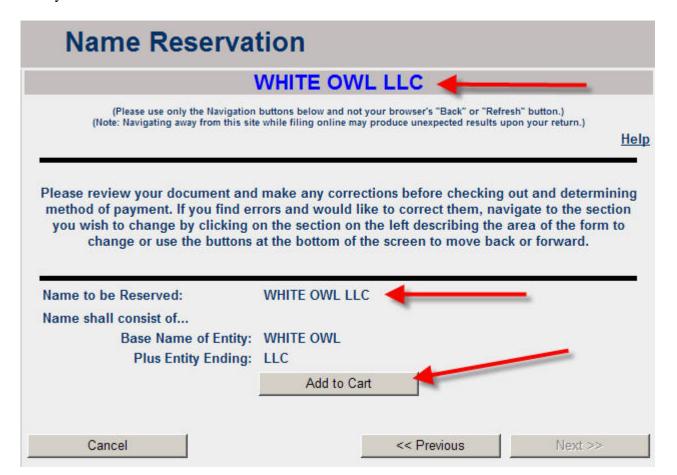
Login, using your email address and the password you created. If you need to create an account select "Create Account" (Note: First time users must create an account.)



Fill in the name to be requested and Entity Ending and select Next



Verify the name listed is correct and select **Add to Cart**.

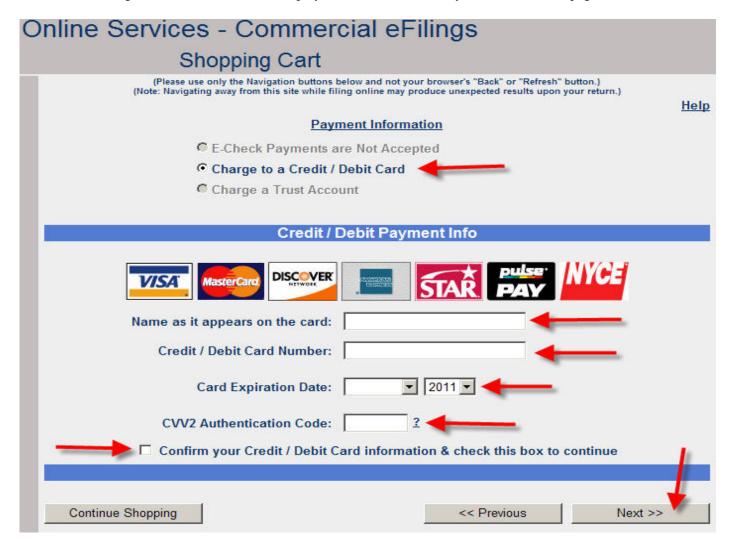


Select **Next, or Continue Shopping,** you may edit your filing information at this point by clicking **Select**.



If you selected the Trust Account payment method If the amount is correct, click the Complete Checkout button; if not, click the Cancel Checkout button to return to the Shopping Cart page. The trust account information is then verified. If the trust account is on hold a message is displayed to the user and the payment is not accepted. Otherwise, the Checkout Successful page is displayed. If forced-review mode is off, this page displays the status of the filing submission, the job number assigned to the filing, the total payment, correspondence availability via the Job History, and any alternate delivery methods (e.g. U.S. Postal Mail, Hold for Pick Up). If forced-review mode is on, this page displays a message stating that a filing officer is required to complete the process. This page can be printed as a receipt if desired.

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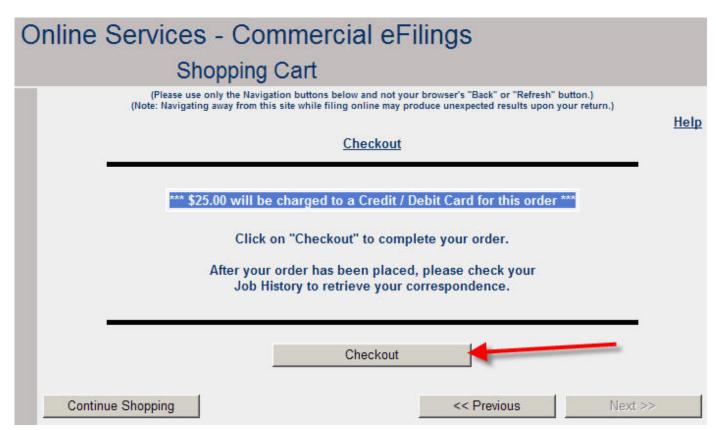


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# Click on **Checkout** to complete your order



If the credit card payment is approved, the Checkout Successful page will show. This page can be printed as a receipt if desired. Us the Link to the **Job History** page to view and print your PDF.



Click on **Select** to view or print your Name Reservation



# **Update Account Information**

From **User** page you may **update your permanent account information** by selecting **My Profile** link. Be sure to Click Update. From **User** page you may select the **Commercial Recordings Home** link to return to the **File list of Officers Page.** 



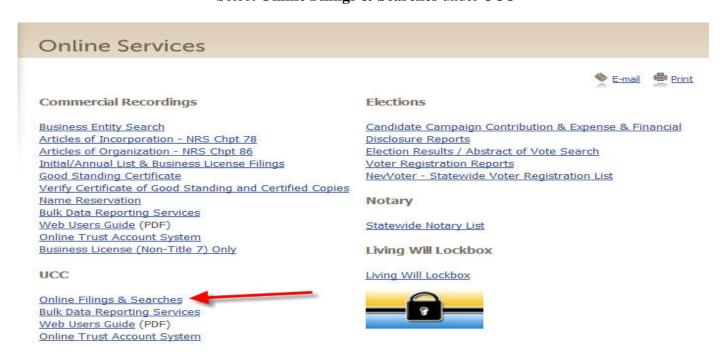
# **UCC Filings**

### WE DO NOT MAIL CORRESPONDENCE; YOU ARE RESPONSIBLE FOR YOUR DOWNLOAD!

Select **Online Services** from our home page



#### Select Online Filings & Searches under UCC



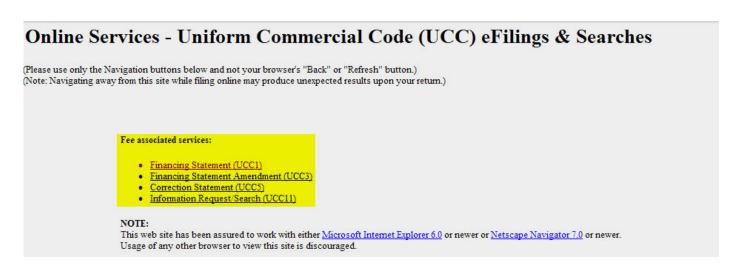
Login, using your email address and the password you created. If you need to create an account select "Create an account". **Note: First time users must create an account.** 

Online Services - Uniform Commercial Code (UCC) eFilings & Searches
(Please use only the Navigation buttons below and not your browser's "Back" or "Refresh" button.) (Note: Navigating away from this site while filing online may produce unexpected results upon your return.)
LOGIN
This service has been assured to work with Microsoft Internet Exporer 6 and 7 and Mozilla Firefox 2 and 3
Please login to the system.
email: password:
Login
Do you need to <u>create an account?</u> Forgot your password?

To begin filing, click on the Uniform Commercial Code Home button



You may select the "fee associated service" of your choice



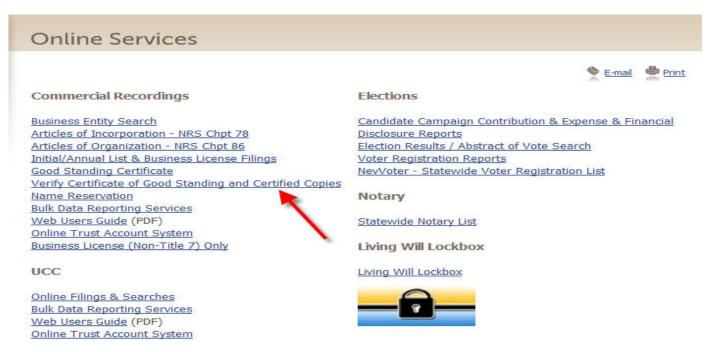
# Verify Certificate of Good Standing and Certified Copies

# WE DO NOT MAIL CORRESPONDENCE; YOU ARE RESPONSIBLE FOR YOUR DOWNLOAD!

#### Select Online Services.



### Select Verify Certificate of Good Standing and Certified Copies



# Enter the Certificate Number or Job Number and click Verify

# Online Services - Commercial eFilings Verify Certificate / Certified Copies Enter the "Certificate Number/Job Number" from the document and click on the "Verify" button to authenticate said document(s). Verify

After clicking Verify you may view the Entity's Certificate of Good Standing.